



## United Methodist Women Chicago Southern District

### Treasurer Tips

The United Methodist Women (UMW) Handbook 2021-2024 is an excellent reference for the policies and tools needed to achieve effective management of UMW Units. To assist with the management of operations related to the Chicago Southern District (CSD) Treasury, further explanations and procedures are within this Helpful Tips document.

#### How to Complete the Pledge Form\*\*

- The Unit's pledge is to be completed on the **Pledge to Mission Form** and signed by the Unit's President and Treasurer.
- Submit the completed form to the CSD Treasurer on the day of the CSD Annual Meeting and Celebration.\*

#### How to Manage Payments for CSD Events That Are Hosted by the Local Unit

- If the Local Unit is hosting a CSD event (e.g., Day of Spiritual Renewal or Annual Meeting and Celebration) with a non-UMW Guest Speaker, the Honorarium is no greater than \$100. If the Honorarium is greater than \$100, the final decision is made by the CSD Leadership Team. If the Guest Speaker is from the UMW, a Pearl Pin will be presented to the speaker on the day of the event or soon thereafter.
- The use of a Caterer should be discussed with and approved by the CSD Leadership Team before confirmation with the Caterer.\*
- The Caterer's bill should be submitted to the CSD Treasurer by the hosting unit using the **Voucher Request Form for Incurred Expenses\*\***
- The CSD Treasurer will pay the Caterer by check on the day of the event.\*

#### How to Complete the Voucher Request Form\*\*

- The Programming Section on the **Voucher Request Form for Incurred Expenses** should be used when expenses are incurred for needs associated with a program and are paid by an individual. Examples of these expenses are outside printing costs, folders, etc.
- Office Expenses are for needs such as ink or paper for personal computer that is used during UMW work.

#### How to Manage the Submission of Unit Funds

- The Treasurer should complete the **Remittance Form For All Treasurers** and state Mission Givings and Supplementary Gifts.\*\*
- In lieu of Pennies to Mission, include these funds as Gift to Mission.
- In lieu of a Love Offering, include these funds as Pledge to Mission.
- The checks for submission of the Unit's funds are to be made payable to:  
**CSD United Methodist Women**
- Funds should be submitted on a quarterly basis except in December. For example, March 15, June 15, September 15 and December 7.
- The CSD Treasurer will submit all funds received from Units on a quarterly basis to the UMW National Office.

### How to Contribute to Other Funds

- **Legacy Funds** are to be submitted directly to the United Methodist Women National Office by the local unit. funds may be submitted as follows:
  - Online -  
[https://secure3.convio.net/umw/site/Donation2;jsessionid=00000000.app30116b?df\\_id=1903&1903.donation=form1&mfc\\_pref=T&NONCE\\_TOKEN=FADD04960DD23758E757CC1A17F25742](https://secure3.convio.net/umw/site/Donation2;jsessionid=00000000.app30116b?df_id=1903&1903.donation=form1&mfc_pref=T&NONCE_TOKEN=FADD04960DD23758E757CC1A17F25742)
  - By Mail - United Methodist Women National Office  
475 Riverside Drive 15th Floor, Attn: LEGACY New York, NY 10115
- Local Units are requested to contribute to the Assembly Fund. The contribution amount is determined by the Unit.
- Local Units may use offerings from funds collected through a Lenten Calendar event for givings to the Call to Prayer and Self Denial.

### How to Submit the Special Mission Recognition Form\*\*

- Treasurers are to submit the **Special Mission Recognition (SMR) Form** to the CSD Treasurer on an as needed basis.
- The SMR Form should be submitted at least 6 weeks in advance of when the PIN is needed.

### How to Audit the Unit's Treasury\*\*

- The Unit's Treasury Audit is to be conducted in January and/or February.
- The Audit may be conducted by 1 – 2 members within the Unit's membership or a Finance Officer from the local church.
- The **Treasury Audit Report** is to be signed by the Auditor(s) and submitted to the CSD Treasurer by March 31.

### How to Complete the Unit's Annual Treasurer's Report\*\*

- The **Annual Treasurer's Report** is to be completed with all Designated and Undesignated Giving for the year.
- The Annual Treasurer's Report is to be signed and dated by the Unit's President and Treasurer.
- The completed 2020 Annual Treasurer's Report is to be submitted to the CSD Treasurer on or before March 31.

### How to Order Mission Cards

- Mission Cards are to be ordered by the Unit directly from the UMW National Office at:  
<https://www.unitedmethodistwomen.org/giving-resources>

### How to Order the UMW PRESIDENT PIN

- The PRESIDENT PIN is ordered online by the Unit at:  
[http://www.umwmissionresources.org/shopping\\_product\\_detail.asp?pid=52528](http://www.umwmissionresources.org/shopping_product_detail.asp?pid=52528)

For further information, please contact Lillye Hart, CSD Treasurer, at 312-330-7077.

\* Procedures will change through the duration of the current pandemic. Further guidance will be given as needed.

\*\*Attachments

*Revised: January 15, 2021*